

# *City of Alexandria, Virginia*

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## **MEMORANDUM**

DATE: JUNE 6, 2012

TO: MEMBERS OF THE TRANSPORTATION COMMISSION

FROM: ABI LERNER, P.E. DEPUTY DIRECTOR, T&ES

SUBJECT: AGENDA ITEM #3 – TRANSPORTATION PLANNING ADMINISTRATIVE GUIDELINES UPDATE

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**ISSUE:** Transportation Planning Administrative Guidelines Update

**RECOMMENDATION:** That the Transportation Commission (Commission) receive the update on the Transportation Planning Administrative Guidelines.

**DISCUSSION:** At the April 4, 2012 Transportation Commission Meeting, a Transportation Management Plan (TMP) Ordinance update was received by the Commissioners. As a companion piece to the Ordinance, the Transportation Planning Administrative Guidelines (Guidelines) has been drafted to supplement the Transportation Management Plan Ordinance. The Guidelines apply to development projects seeking a Special Use Permit of a certain size and type (i.e. land use changes and small retailers will not be subject to the Guidelines), as dictated by the Ordinance. The Guidelines create certainty for applicants and staff about the development process and content for submitting multimodal transportation studies and Transportation Management Plans.

The purpose of the multi-modal transportation study section of the Guidelines is threefold:

1. To standardize the required elements of transportation studies associated with the development process;
2. To formalize a multi-modal transportation approach; and
3. To document the process that is already taking shape.

The Guidelines categorize the projects by number of peak hour trips and specify requirements for small, medium and large studies. For each of the study sizes, the Guidelines define the horizon years to be analyzed, the study area, the required existing elements to document for each mode, and the data and resources that the City will accept.

The Guidelines and subsequent transportation studies will be a mechanism to evaluate projects comprehensively, including all the modes of transportation, which will assist with the

implementation of the Transportation Master Plan. The Complete Streets Checklist will be included with each study submitted and will provide consistent documentation with each element.

The Guidelines has been created using input from multiple divisions within T&ES, Planning and Zoning and the City Attorney. The draft was distributed to partner organizations, neighboring jurisdictions, transportation planners and engineers, and the development community. Presentations have been given to groups such as NAIOP, Northern Virginia Building Industry Association (NVBIA), the Alexandria Bicycle and Pedestrian Advisory Committee (BPAC) and existing TMPs. Public outreach and feedback will continue for the next month, and the Guidelines will continue to be refined based on that feedback.

### **Next Steps**

The document will be approved by City Council and will be reviewed and updated annually as necessary. The Guidelines will be approved initially as part of the TMP Ordinance update. Staff will update the Commission in the fall.